

Meeting Minutes of the Regular Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, February 12, 2018
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Chairman Keith Rollins, Mr. Don Haines, Ms. Dianne Kellett,
Dr. Steven Baginski
Absent: Mr. John Kennedy
Also Present: Ms. Denice Brogan; Human Resources, Fire Chief Joe Schelstreet,
Police Chief Jim Keegan, Carole Murphy; Recording Secretary

1. Call to Order

Chairman Keith Rollins called the meeting to order at 5:07 pm.

2. Roll Call

Roll was called with four members present.

3. Public Forum

No Report

4. Approval of Minutes

- a. A motion was made by Ms. Dianne Kellett and seconded by Mr. Don Haines to accept the minutes of the January 8, 2018 regular meeting. The minutes were passed as presented by a unanimous voice vote of all members present.

5. Approval to Accept the Backgrounds of Three Police Department Lateral Transfer Candidates

Chief Keegan presented the Board with three backgrounds for the top lateral transfer candidates for approval. Approval was previously requested and granted by the City Administrator to fill three vacancies. Ms. Brogan said conditional offers of employment will be made based on the medical exams.

A motion was made by Dr. Baginski and seconded by Ms. Kellett to accept the three backgrounds as presented.

The motion was passed by a unanimous voice vote of all members present.

6. Discuss Timelines for Certified Eligible and Traditional Police Recruitment Processes

Ms. Brogan distributed and reviewed a suggested timeline and process for the Certified Eligibility process. Interviews are suggested for May 17, 2018. Mr. Haines will be scheduled for those interviews.

Ms. Brogan distributed and reviewed a timeline for the traditional hiring process and explained the results of the RFP that had taken place last year. COPS & FIRE has been chosen for the new testing company for the traditional hiring process for Police Officers. Interviews will be expected to be held mid to end of August for the top 20 candidates; a quorum will be needed for those interviews. Two dates will be suggested.

7. Other Business

None

8. Executive Session

None

With no further business, a motion was made to adjourn the meeting by Ms. Dianne Kellett and seconded by Dr. Steven Baginski. The motion was passed by a unanimous voice vote of all members present.

The meeting was adjourned at 5:19 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary